

**CITY – COUNTY REVOLVING LOAN FUND BOARD MEETING
BOARD MEETING MINUTES
2 Civic Center Plaza, 2nd Floor Conference Room
January 12, 2012
4:00 P.M.**

Board Members in attendance:

Mike Freitas
Fernando Grado
Belen B. Robles
Judy A. Balmer
Richard De Santos
Bertha Gallardo

Board Members absent:

Joann Wardy
Xavier Saenz
Joe Fernandez

Staff Members present:

Eddie Garcia
Marie Taylor
Jessica Herrera
Rosemary Niell
Mathew McElroy
Leila Melendez
Shirley Kaiser
Karina Hagelsieb
Irene G. Valenzuela

MINUTES

1. Call to order and establishment of a quorum Chair
The City-County Revolving Loan Fund Board met at 2 Civic Center Plaza, on the 2nd floor conference room at 4:00 p.m. Meeting was officially called to order on January 12th by Chair and a quorum established at 4:10 m.

2. Approval of June 23, 2011 Minutes Chair
Minutes from June 23, 2011 were approved

3. Discussion and action – Semi Annual Report for the period ending September 30, 2011 Eddie Garcia
Eddie Garcia, with Jessica Herrera, reviewed the Semiannual Report for EDA-funded RLF Grants for the period ending September 30, 2011 with the Board. As of September 30, 2011, there were a total of nine active and current loans. Total loan amount for this loan category was \$460,860, while principal outstanding was \$259,765.21. The semi-annual report reflects payments made through September 30th, 2011. The report also contains a summary of active

loans in default, as well as a history of inactive loans paid off or written off. There is another semi-annual report due to the EDA in March 2012.

Joe Fernandez requests that City staff follow up with the bank regarding active loans in default to determine if the bank has gone through collection process. For those that have gone through the collection process, need to determine whether they should be written off and reported to the Credit Bureau to file judgments. Bertha Gallardo requested a worksheet to better track RLF loans, loan status, and other information, including the bank that issued the loan. Motion made by Joe Fernandez to approve the Semi Annual Report for the period ending September 30, 2011. Motion seconded by Bertha Gallardo. Motion passes unanimously.

4. Discussion and action on setting a date and time for future meetings Chair
For the next meeting the board suggested reviewing the feasibility of direct lending. City staff agrees to look into direct lending and present findings at next meeting. Board suggests future quarterly meetings be held on the second Tuesday of the month at 4 pm. Next meeting will be held March 13, 2012 at 4 pm.
5. Discussion and review on board membership and terms Chair
Xavier Saenz is in the process of being re-appointed. There is one vacancy on the board for the County. The RLF program will be emailed with guidelines to the board. At the next meeting would like to include an item to discuss direct lending to borrowers with the City underwriting and documenting loans. Board would like to know more about the pros and cons of direct lending and whether loan management ought to be outsourced if direct lending is adopted.
6. Adjourn
Motion made to adjourn by Belen Robles and seconded by Bertha Gallardo. Motion passes unanimously at 4:51 pm.

Approved: _____



Eddie Garcia, Business Services Coordinator,
Economic Development, City of El Paso